

# **Staff Supervision**

## ***The Nuts & Bolts of Supervision at MDOC***

This five (5) day course will provide new supervisors & managers within the Department of Corrections with the basic knowledge & skills needed to be successful supervisors. The course will cover the basics of supervision including:

- ✓ Necessary supervisory competencies needed to be a successful supervisor
- ✓ Ethical decision-making for supervisors
- ✓ Performance Management & Evaluation, including the principals & consistent application of employee performance management & evaluation to proactively increase job performance & productivity
- ✓ Progressive Discipline, including the need for consistent application of disciplinary actions & applying the steps in progressive discipline
- ✓ Tools to recognize & handle all types of employment discrimination, including Sexual Harassment, ADA, EEO and Workplace Violence
- ✓ Recruitment and selection, including the basic knowledge & skills needed to recruit, hire & keep the right people for the job
- ✓ Identify Correction specific Human Resource duties such as
  - Attendance
  - Leave
  - Workman's Compensation
  - Record Keeping

### **Who should attend?**

- Any Montana Department of Corrections employee who is responsible for supervision
  - New supervisors & managers at all levels
  - Veteran supervisors/managers who need a refresher
  - Any supervisor/manager who has not received updated training in the past five (5) years
- ✓ **Note:** While aspiring supervisors are encouraged to apply, preference for the class will be given to current supervisors

**Date:** January 10 – 14, 2011 (Monday-Friday)  
**Time:** See Below  
**Location:** Annex Conference Room  
Montana Department of Corrections  
1539 11<sup>th</sup> Ave  
Helena MT 59601

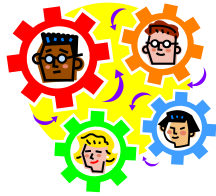
To register contact:  
Geri Miller  
406-846-1320 ext. 2307  
[gerimiller@mt.gov](mailto:gerimiller@mt.gov)

**Cost:** \$25.00

**Class Schedule:** Monday – January 10<sup>th</sup> – 9:00am – 5:00pm  
Tuesday – January 11<sup>th</sup> – 8:00am – 5:00pm  
Wednesday – January 12<sup>th</sup> – 8:00am – 5:00pm  
Thursday – January 13<sup>th</sup> – 8:00am – 5:00pm  
Friday – January 14<sup>th</sup> – 8:00am – 12:00pm

**This class is also being offered at via Vision Net in Helena, at the Montana Women's Prison and Montana State Prison, >>>>**

DOC Staff are required to get approval from supervisor(s) and complete a training request form.



Exceeding expectations keeps  
us on the path to success.

**IF ADEQUATE NUMBERS ARE NOT REGISTERED THE CLASS WILL BE CANCELLED**

The Department of Corrections will make reasonable accommodations for persons with disabilities who wish to participate in this training or need an alternative accessible format of this notice or related material. If you require accommodations, please contact Geri Miller, DOC Training Center, 442 Golf Course Rd, Deer Lodge, Montana, at 406-846-1320 ext 2307; fax # (406) 846-1484; or [gerimiller@mt.gov](mailto:gerimiller@mt.gov).